

**People Advisor – part time 25 hours per week**

**Fixed term to 31<sup>st</sup> March 2026**

**Closing Date: 28 March**

**Interview Date: 11 April**

Bradford district's year of culture is set to deliver more than 1,000 new performances and events including over 200 artist commissions, a series of major arts festivals and major national and international collaborations. To do this we need a team of dedicated, passionate and enthusiastic people, and we are looking for an experienced People Advisor to join us and help build on the great culture and employee experience we've built to date.

Reporting to the Head of People, you'll provide advice and guidance to managers and employees on a range of People related topics, you'll attend formal meetings and help our line managers be the best people managers they can be. You'll be passionate about creating an inclusive work environment, where people feel comfortable being their true selves, you'll understand the benefits of a truly diverse team and you'll be solutions focussed with an appetite for continued improvement.

This role would suit someone with a HR generalist background who wants to be involved in the full range of People functions including employee relations, systems, training and development, wellbeing, inclusion and diversity, and payroll. You'll be involved in creating processes and procedures from scratch, helping to roll them out across the company to ensure they're embedded in our everyday work lives.

If you're passionate about people, used to working in a fast-paced environment where no two days look the same, don't mind rolling your sleeves up and getting involved in a range of tasks, and have the skills we're looking for, then we'd love to hear from you.

**Key responsibilities:**

- Working collaboratively across the company to provide comprehensive advice and guidance on all employment relations issues.
- Providing coaching and guidance on performance management, absence, grievance, and disciplinary matters.
- Attending formal meetings and carrying out associated follow up tasks.
- Assisting with recruitment; working with hiring managers to create job descriptions and benchmark salaries to ensure we remain competitive.
- Developing and delivering training to line managers on a range of People topics.
- Supporting with policy creation and updates, ensuring compliance with legislation.
- Assisting with onboarding/offboarding and induction processes.
- Weekly and monthly reporting on HR KPI's.
- Working collaboratively with the Engagement (Skills) team to support apprenticeships, placements and work experience.
- Assisting with monthly payroll collation (fully outsourced) updating submissions and liaising with

the payroll provider.

- Supporting specific People projects linked to our strategic goals.
- Ensuring our HR system is being utilised to its fullest potential.

**You'll have:**

- Knowledge and understanding of employment law and legislation.
- Excellent interpersonal skills with ability to adapt your approach to meet the needs of stakeholders.
- Experience managing and advising on complex ER cases and attending formal meetings.
- A dynamic and self-motivated approach with the ability to work on your own initiative.
- A professional manner with the confidence to challenge when needed.
- Experience of working on HR management systems.
- The ability to spot and mitigate risks, escalating where necessary.
- Excellent organisational, communication and influencing skills.
- Keen attention to detail with a commitment to achieving excellent standards.
- Experience collating payroll information and answering colleague queries.
- Experience managing recruitment and creating job descriptions from scratch.
- Experience identifying trends and analysing HR data.
- Enthusiasm and passion for people and a desire to make the employee experience the best it can be.

**Benefits include:**

- Up to £33,000 FTE dependent upon previous experience
- 25 hours per week worked flexibly Monday to Friday, predominantly office based (City Centre location)
- 25 days holiday plus bank holidays - pro rata'd
- 5% employer pension contribution
- High street discounts through Charity Worker Discounts
- Death in service cover 2x annual salary

**We expect everyone in our team to:**

- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with

the general level of responsibility of your position.

To apply for this role please send a copy of your CV and a covering letter (no more than two sides of A4) to [Recruitment@Bradford2025.co.uk](mailto:Recruitment@Bradford2025.co.uk)

We are committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025 and we want our team to reflect our district. We believe that diversity in our team is crucial to our success. As such we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best.